



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 5710.27A
N2L
17 August 1995

OPNAV INSTRUCTION 5710.27A

From: Chief of Naval Operations

Subj: CHIEF OF NAVAL OPERATIONS (CNO) COUNTERPART VISIT PROGRAM

Ref: (a) SECNAVINST 5720.44A
(b) SECNAVINST 5050.5A

Encl: (1) Guidelines for Conducting CNO Counterpart Visits

1. Purpose. To provide guidelines regarding the conduct of the Chief of Naval Operations (CNO)-hosted foreign counterpart visits. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 5710.27.

3. Background. The CNO routinely invites his foreign counterparts to visit the United States for general orientation and familiarization with the U.S. Navy. Personal contacts fostered by such visits lead to greater cooperation and understanding between the U.S. Navy and the foreign visitor's navy.

4. Discussion. Programs and visitors covered by references (a) and (b) are not within the purview of this instruction. For the purpose of this instruction only CNO-hosted foreign counterpart visits or foreign visits hosted on behalf of CNO shall be considered within the scope of this instruction.

5. Responsibility. The CNO is responsible for all CNO-hosted counterpart visits. The Assistant to the Director of Naval Intelligence for Foreign Liaison CNO (N2L) is responsible for the coordination and execution of all CNO-hosted counterpart visits. CNO (N2L) will coordinate with fleet and area commanders to ensure that all requirements of enclosure (1) are met. Fleet and area commanders are responsible for coordinating subordinate command support of CNO-hosted counterpart visits.

6. Action. Fleet and area commanders will follow procedures set forth in enclosure (1).


R. S. CHAMBERS
By direction



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GUIDELINES FOR CONDUCTING
CNO COUNTERPART VISITS

1. Purpose. To provide guidelines for administering CNO foreign counterpart visits.

2. General. CNO invites his foreign Navy equivalents to the United States as official guests of the U.S. Navy. These visits consist of general orientation and familiarization with the U.S. naval establishment. Preparation and execution of counterpart visits are divided into three general categories: Scheduling/Planning/Execution.

3. Scheduling. The selection and scheduling of visitors is coordinated, in CNO between N00A/N00A1/N00A2 (CNO Executive Assistant/Aide), CNO (N2L) (Assistant for Naval Foreign Liaison), the applicable N31/N52 (Operations, Plans, and Politico-Military Affairs Division) geographic region branch and the N31/N52 Counterpart Coordinator. Scheduling will consist of, as a minimum, (1) an informal query of the prospective visitor to determine the feasibility of proposed dates for the visit, followed by, (2) a formal invitation to visit the U.S., from CNO.

4. Planning. Once an affirmative response is received to the informal query, CNO (N2L) initiates the planning stage of the visit.

a. The following are the minimum requirements for coordination of a CNO counterpart visit:

- (1) Notification provided to commands that will be visited.
- (2) Initiation of Legion of Merit (LOM) Award.
- (3) Scheduling of Pentagon office calls.
- (4) Visiting Flag Quarters (VFQ) reservations.
- (5) Local transportation support.
- (6) Visit funding.
- (7) Invitational travel orders.

(8) Tasking Message - The tasking message contains a skeletal outline of the proposed itinerary. The selection of commands to be visited and a rough local itinerary is the result of consultation between U.S. Navy and foreign navy representatives. This information will be given informally to

Enclosure (1)

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local project offices 6 to 8 weeks before the visit. The tasking message will give specific guidance as follows (as applicable):

- (a) Greeting/farewell by local flag host.
- (b) Hosted lunch/reception/dinner by flag host as appropriate.
- (c) Assignment of local project officers.
- (d) Assignment of local escort officers.
- (e) Local itineraries.
- (f) Local ground transportation.
- (g) Local photographic support; includes delivery of undeveloped film to CNO project officer.
- (h) Provision of financial data for reimbursement of local funds.
- (i) Guest list for all hosted functions.
- (j) Local foreign students in visit itinerary.
- (k) Local uniform/civilian attire requirements.
- (l) Local points of contact (POC).
- (m) Biographies of local senior officers.
- (n) Protocol requirements.
- (o) Dietary requirements.
- (p) Disclosure guidance.

Responses to the tasking message proposing local itineraries will be sent via area and fleet commanders to CNO (N2L) 3 weeks prior to commencement of the visit.

(9) Local itinerary - The local itinerary will incorporate all the requirements in the tasking message. All official party members will be included in all events. Exclusion of any official party member must have prior approval of the CNO project officer.

(10) Biography Message - Sent to all participating commands 1 week prior to the visit.

b. Washington Arrangements - The CNO project officer interfaces with numerous Washington military/civilian organizations to formulate a meaningful program which includes: arrival ceremony, LOM presentation, wreath laying at the Tomb of the Unknowns, calls/briefings, luncheon/dinner, and spouses itinerary.

c. Trip schedules/gifts - Trip books/gifts/biographic book/local invitations/guest lists are prepared by the CNO project officer.

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d. Air Travel - Air transportation for the CNO counterpart official party is provided by the U.S. Navy. CNO's VP-3A is routinely utilized for this mission. If CNO's aircraft is unavailable another VP-3A will be assigned. On occasion a SECNAV C-20 or MOD X C-9 will be used. The aircraft and aircrew are dedicated to the visiting official party for the duration of the visit.

e. Funding - Official Representation Funds (ORF) or Latin American Cooperation (LATAM CO-OP) funds are used to defray the costs associated with CNO counterpart visits. ORF/LATAM CO-OP funds cover the expenses of the principal guest and three other accompanying staff members and/or spouse of the principal to a maximum of four funded visitors. CNO project officer and ALUSNA funding is covered by a combination of Office of Naval Intelligence (ONI) and ORF/LATAM CO-OP monies. All ORF/LATAM CO-OP funds are spent per guidance contained in references (a), (b), and (c). The CNO project officer is in charge of distribution and accounting of all ORF/LATAM CO-OP monies for the visit.

f. Official Entertainment - Official entertainment is incorporated in all CNO counterpart visit programs. This official entertainment is divided into events (luncheon/dinner/reception) hosted by senior U.S. flag rank officers of installations visited and official sightseeing/recreational activities conducted after working hours and on weekends. Should the spouse of the CNO counterpart travel as a member of the official party, a separate itinerary will be prepared when/where it would be inappropriate for her to accompany the principal to events such as briefings, ship visits, military demonstrations, etc. All official entertainment is funded with ORF monies and conducted per references (a), (b), and (c). The CNO project officer coordinates all official entertainment with local project officers of subordinate commands visited.

g. Accommodations - When appropriate, all visiting CNO counterparts will be billeted in Visiting Flag Quarters (VFQ) at various installations visited. If appropriate VFQ's are unavailable/non-existent or the visiting CNO counterpart prefers civilian accommodations, commercial hotels will be utilized. The Washington schedule of events precludes billeting other than at the Washington Navy Yard (WNY) VFQ. Accommodations are arranged by local project officers in coordination with the CNO project officer.

h. Media Coverage - Public Affairs Office/Press coverage should be low key and stress professional aspects of the visit. Press releases should not be released prior to the visit.

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5. Execution. CNO counterparts on tour of U.S. Navy installations are accompanied by the CNO project officer responsible for visit planning/execution, the U. S. Naval Attache (ALUSNA), and outside Washington, by a locally assigned project/escort officer. The CNO project officer and ALUSNA shall accompany the CNO counterpart throughout the tour. Subordinate commands/commanders shall assist project/escort officers in fulfilling their missions and are encouraged to solicit their advice on any phase of local itineraries.